



## **THE LT. GOVERNOR PETER KINDER'S INTERNSHIP PROGRAM**

Lieutenant Governor Peter Kinder's Internship Program is designed to provide insight to college individuals who want to learn more about the executive branch of state government and feel they may benefit from a career in public service. The internships are geared to provide a realistic overview of routine activities within a government office.

Staff liaisons will provide assignments and any special projects to interns in their respective areas of interest. Although interns are not directly assigned to the Lt. Governor, an effort is made to give interns the opportunity to observe the Lt. Governor and work in his office. In all cases, every effort will be made to match the intern to their selected area of interest.

Fall, winter and summer internships are flexible around class schedules with a minimum requirement of two days/16 hours a week.

All internships are voluntary, and we regret that funds are not available to reimburse individuals financially. However, we highly encourage applicants to seek college credit through their educational institution. Our office will be happy to work to meet any respective guidelines and provide proper documentation or other information, which may be needed to meet college or university requirements.

Available areas for internships include *Policy and Legislative*, *Administrative Assistant*, and *Media Relations*. Duties include working on communications, scheduling, boards and commissions, constituent services, special events planning, health care and seniors' issues and Legislative affairs (primarily offered in the spring while the legislature is in session.)

A set of rules that must be adhered to will be reviewed during the interview process.

Please submit your application form, resume, and letter of interest to:

Eric Feltner  
Deputy Lieutenant Governor  
Lieutenant Governor's Office  
Missouri State Capitol Rm. 121  
Jefferson City, MO 65101  
Phone: 573-751-4727  
Fax: 573-751-9612  
ltgovinfo@ltgov.mo.gov



## **THE LT. GOVERNOR PETER KINDER'S INTERNSHIP PROGRAM**

### **Legislative and Policy Emphasis**

- Drafting legislative language for bills involving Lt. Governor
- Review Fiscal Notes for bills of interest
- Research current statutes and proposed changes
- Track legislation and Administrative Rule changes
- Legislative Research on Point of Order Rulings
- Various other legal research requests by Director of Policy, Chief of Staff and Deputy Lieutenant Governor

### **Media Relations Emphasis**

- Assist with the Drafting of Press Advisories and Press Releases
- Research and Review of Past Speeches
- Assist with Speeches and other Remarks
- Web Page Development

### **Administrative Assistant Emphasis**

- Research event details and history
- Coordinate travel plans with Director of Administration
- Attend Board and Commissions Meeting with Lt. Governor or Staff
- Assist Lt. Governor with Proclamation and Grant Ceremonies
- Various other Special Event or Research requests by Lt. Governor's Staff

### **General Duties in Addition to Program Emphasis**

- Assist in answering the telephone
- Process information requests, including computer entry and letter writing
- Take constituent comments and enter them into the computer database
- Filing information



## LT. GOVERNOR'S OFFICE INTERNSHIP APPLICATION

Please complete and return to:  
Eric Feltner, Intern Program  
Missouri State Capitol Rm. 121  
Jefferson City, Missouri 65101  
Phone (573) 751-4727 Fax (573) 751-9612

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Parents/ Guardian: \_\_\_\_\_

College or University: \_\_\_\_\_

School Address: \_\_\_\_\_

Email: \_\_\_\_\_ School or Cell Phone: \_\_\_\_\_

Year in School: Fresh \_\_\_\_\_ Soph \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Grad \_\_\_\_\_ Law \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

GPA: \_\_\_\_\_ Will you seek academic credit for this internship: \_\_\_\_\_

Advisor's name and daytime phone: \_\_\_\_\_

### INTERNSHIP REQUESTED:

\_\_\_\_\_ Summer 2005: Middle May-August  
\_\_\_\_\_ Fall 2005: August-December  
\_\_\_\_\_ Spring 2006: January-May  
\_\_\_\_\_ Summer 2006 Middle May-August

### APPLICATION:

Rolling Application  
Deadline: September 30  
Deadline: December 15  
Deadline: May 15

**Please rank your internship choices in order of preference (1-3):**

- \_\_\_\_\_ **Administrative Assistant**
- \_\_\_\_\_ **Media Relations**
- \_\_\_\_\_ **Legislative and Policy**

**ACADEMIC INFORMATION: (Other Schools Attended & Date Attended)**

**Other:** \_\_\_\_\_ **Dates (From: \_\_\_\_\_ To: \_\_\_\_\_)**

**High School:** \_\_\_\_\_ **Dates (From: \_\_\_\_\_ To: \_\_\_\_\_)**

**Specific issue areas of interest to you:**

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**Activities and Honors:** \_\_\_\_\_

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**Skills applicable to internship (typing, computer, research, etc.):**

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**Job or volunteer experience, beginning with most recent:**

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**Names, titles and phone numbers of three references:**

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**Please attach a resume and a one-page essay detailing your interest in appointment to this internship.**

**\*\* ALL INTERNSHIP OPPORTUNITIES ARE NON-PAID POSITIONS \*\***

**If selected, I hereby agree to abide by the rules and regulations for Lt. Governor's Office employees.**

**Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_**